



City of  
**WOODSTOCK**

Department of Community & Economic Development  
121 W. Calhoun Street  
Woodstock, Illinois 60098

phone 815.338.4305  
fax 815.334.2267  
communitydevelopment@woodstockil.gov  
www.woodstockil.gov

## **RESIDENTIAL**

### **NEW CONSTRUCTION**

### **INFORMATION PACKET**

1. Checklist for Residential Plan Review
2. Building & Site Development Policies
3. Stormwater Management Permit Info
4. Building and Construction Fees
5. Building Permit Application
6. Minimum Occupancy Requirements
7. Right of Way Opening Application and Info
8. Development Review Fee Info



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## **CHECK LIST FOR RESIDENTIAL PLAN REVIEW**

### **BUILDING CODES**

2006 International Residential Code (with amendments)

2006 International Building Code (with amendments)

2006 International Fire Code (with amendments)

2006 International Mechanical Code

2008 National Electric Code, NFPA 70 (with amendments)

2004 Illinois State Plumbing Code (with amendments)

Illinois State Environmental Barriers Act (compliance with the  
Americans With Disabilities Act is also required).

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The checklist shall not be used to list required information. The requested information shall be placed on the plans or required schedule of materials.

Plans, Schedules, completed application forms and fee shall be submitted in duplicate. A plan review fee shall be submitted at the time of permit application. The payment of such additional fees and the review and/or approval of plans is not meant to imply that all errors and omissions are noted herein, nor does it relieve the applicant from answering to complying with, all requirements and regulations of The City of Woodstock.

Applicant must submit a copy of Electrician and Plumbers license along with a letter of intent signed by the license holder and must also reference the job.

## **CHECK LIST**

### **NEW CONSTRUCTION - ONE & TWO FAMILY DWELLINGS**

### **REMODELING - ONE & TWO DWELLINGS**

### **ALTERATIONS - ONE & TWO FAMILY DWELLINGS**

The following is a request for information to be used for plan approval prior to the issuance of a building permit. The information requested is only a partial list and should not be used as a reference for specific details.

Two complete sets of plans shall be submitted for review and shall include:

1. Site Plan
2. Grading Plan
3. Footing and Foundation
4. Basement floor
5. First floor
6. Second floor
7. Floor framing
8. Roof framing
9. Mechanical plans as requested
10. Quarter and half section plans shall be submitted indicating details not shown on plans.
11. Floor and roof truss specifications
12. Front, rear and side elevations
13. Light & ventilation calculations on plans

Schedule of material may be submitted for windows, doors, insulation, finish materials, plumbing fixtures and pipe, electrical equipment, devices and materials, heating equipment and materials.

Additional information may be requested prior to issuance of a building permit.

Applicant must submit copy of Electrician and Plumber's license signed and dated by licensee referencing job.

### **THE FOLLOWING CHECK LIST INFORMATION SHOULD BE PLACED ON THE PLANS (DRAWN TO SCALE):**

Show exact location of proposed construction on Site Plan.

Grading plan showing proposed grades, site drainage patterns, etc. Also show existing and proposed grade elevations or contour lines along, and within 10' of lot lines. (Noted grading

information with an approved subdivision grading plan.) (See Attached Example)

1. Footing sizes - all footings shall extend to at least 42" below adjacent finished grade.
2. Footing for columns (size, placement)
3. Basement foundation (size)
4. Basement escape window (size and location)
5. Basement windows (shall have adequate number and size of windows to meet the 2% light/vent requirement.)
6. Girder beam
7. Column for beam (size and type)
8. Sill size, stud width bolting
9. Footing drains and sump

**Stairways:**

1. Riser-Max. 7 ¾"
2. Tread-Min. 10" clear of tread above (Size, height, and width )
3. Clearance for headroom
4. Handrails and Guard rails (height and spacing)
5. Exits and landings

**Insulation R-values of:**

1. Ceilings
2. Walls
3. Foundation wall above grade
4. Floors over unheated area
5. Slabs
  - Floor and decking (size and type)
  - Floor joist (size, species, grade, spacing)
  - Floor truss - engineers specifications
  - Exterior and interior bearing and non-bearing walls (size, species, grade, spacing)
  - Inside wall covering (type)
  - Windows - must be at least 10% of the floor area and at least 5% ventilation area.
  - Outside sheeting and wall covering (size, type)
  - Wall bracing
  - Draft stopping
  - Fire stopping

All exterior walls will have a minimum R value of 16, however, up to twenty-five (25) percent of the wall area may have an R value 13. All ceilings and attic spaces over conditioned areas shall have an R value of 38, however up to a maximum of 500 square feet of such space may have an R value of 30. All band joists shall have an R value of 19. The builder shall compute and post

an insulation certificate indicating R values for exterior walls(excluding the foundation), ceilings, attic spaces, and band joists on or in the vicinity of the electrical panel.

**Roof:**

1. Truss (manufacturer, number, size, spacing, engineer's specification)
2. Rafters (size, species, grade, spacing)
3. Shingles (weight, type)
4. Sheeting (type, size)
5. Pitch
6. Ceiling Joists (size, species, grade, spacing)

**Fireplace:**

1. Factory built (model, size, placement)
2. Masonry (size, type, placement)

**Electric:**

1. Light fixtures - location
2. Receptacles - location
3. Ground fault interceptor - location
4. Electric service size - location
5. Electric service disconnect - location
6. Smoke detectors - 110 V. With battery backup operated, are required in each sleeping room and on each level of house (within 15' of sleeping room door) including the basement and all shall be interconnected.
7. All wiring to be in metal conduit or BX (romex not permitted)
8. Basement wiring must be in rigid or E.M.T. metal conduit, except where basement ceiling is sealed in which case ABX≡ will be permitted.
9. Arc Fault Circuit Interrupters – location
10. CO Detectors – location
- 11.

**Chimney for heating unit:**

1. Factory built - (type, size, model, height above roof, specification)
2. Masonry - (size, type, height above roof)

Attic must have a minimum area of 22" x 30" and be ventilated.

**Garage:**

1. No opening between garage and sleeping rooms
2. Floor must be non-combustible
3. Floor vertically separated from living area by at least 6"
4. Detached garage must be separated from dwelling by at least 3'
5. Garages shall have one (1) hour fire resistant rating 5/8" type X gypsum board installed on garage side on all common walls and entire ceiling.

**Crawl Spaces:**

1. Must be ventilated and have an accessory of at least 18" x 24"
2. A minimum of 30" headroom
3. Crawl space floor - Min. 2' concrete (slush coat) over poly vapor barrier and minimum 2" of gravel fill

**Plumbing:**

1. Copper water supply lines are required to be type AL $\approx$  or AK $\approx$
2. The basement, or lowest level, is required to have a floor drain.
3. A gas tight, vented sump is required for any plumbing fixtures or floor drains below the sanitary sewer.
4. Bathroom must have either a window or fan, (fan must be vented to outside air.)

**WATER METER SIZE**

5/8"

3/4"

1"

1 1/2"

**WATER METER SPREAD**

12 1/4" (1/2" PIPE)

14 1/4" (3/4" pipe)

16 1/2" (1" pipe)

22" (1 1/2 " pipe)

**NOTE:** Any meter larger than 1 and 1/2 inches must be provided by the contractor or plumber.

**Requirements For Overhead Sewer Services (Effective March 1, 2000 - See Title 7, Chapter 3, Section 6(H) of Woodstock City Code:**

An overhead sewer service is required by City Ordinance to be constructed (1) in the lowest level of all new structures and (2) with the construction of building additions that include any plumbing fixtures, where the finished floor of the lowest level is below the elevation of the crown of the street adjacent to the structure.

1. Plumbing fixtures served by an overhead sewer shall drain into an ejection pit with a pump and tight seal lid that meets the requirements of the City's plumbing inspector. The ejector pit shall be properly sealed, vented, and located to receive sewage by gravity flow from which the wastewater is lifted and discharged into the building sewer service. The discharge size of the pump shall be a minimum of two (2") inches and the discharge line shall be equipped with a backwater check valve.
2. The connection from the ejector pit to the building's sanitary sewer service shall be inside of the building, and no part of the discharge from the ejector pit shall extend beyond the foundation.
3. All plumbing fixtures not located in the lowest level of the building shall drain entirely by gravity and shall not be drained through the ejector pit.

## **CITY OF WOODSTOCK**

### **SITE GRADING PLAN REQUIREMENTS**

The following items, where applicable, shall be included in the proposed site grading plan required as part of the submittal for any residential, commercial or industrial building permit.

1. A current plat of survey (within 1 year) must be submitted showing all existing easements, utilities, property lines and dimensions.

**The site grading plan shall include the following:**

2. Topographic survey showing existing and proposed contours (1' intervals) with the location and the elevation of the benchmark noted.
3. Proposed top of foundation elevation, top of foundation elevation for all adjoining structures and top of curb elevations for roadway adjacent to property.
4. Proposed location of sanitary and water service.
5. A note must appear on the plans stating AAll disturbed areas shall be fine graded, topsoiled (4" min.) and seeded prior to final occupancy.
6. Site plan must be signed and sealed by a licensed surveyor, engineer or wetlands specialist.

In addition to the aforementioned requirements, applicants must comply with the McHenry County Storm Water Management Ordinance (as adopted by the City of Woodstock). Information and applications regarding the Storm Water Management Permitting process are attached.

**All inquiries regarding the review , issuance and inspection of Storm Water Management Permits should be directed to:**

**Al Wilson  
Department of Public Works  
326 Washington Street  
Woodstock, Illinois 60098  
815/338-6118**

# PLAT OF SURVEY

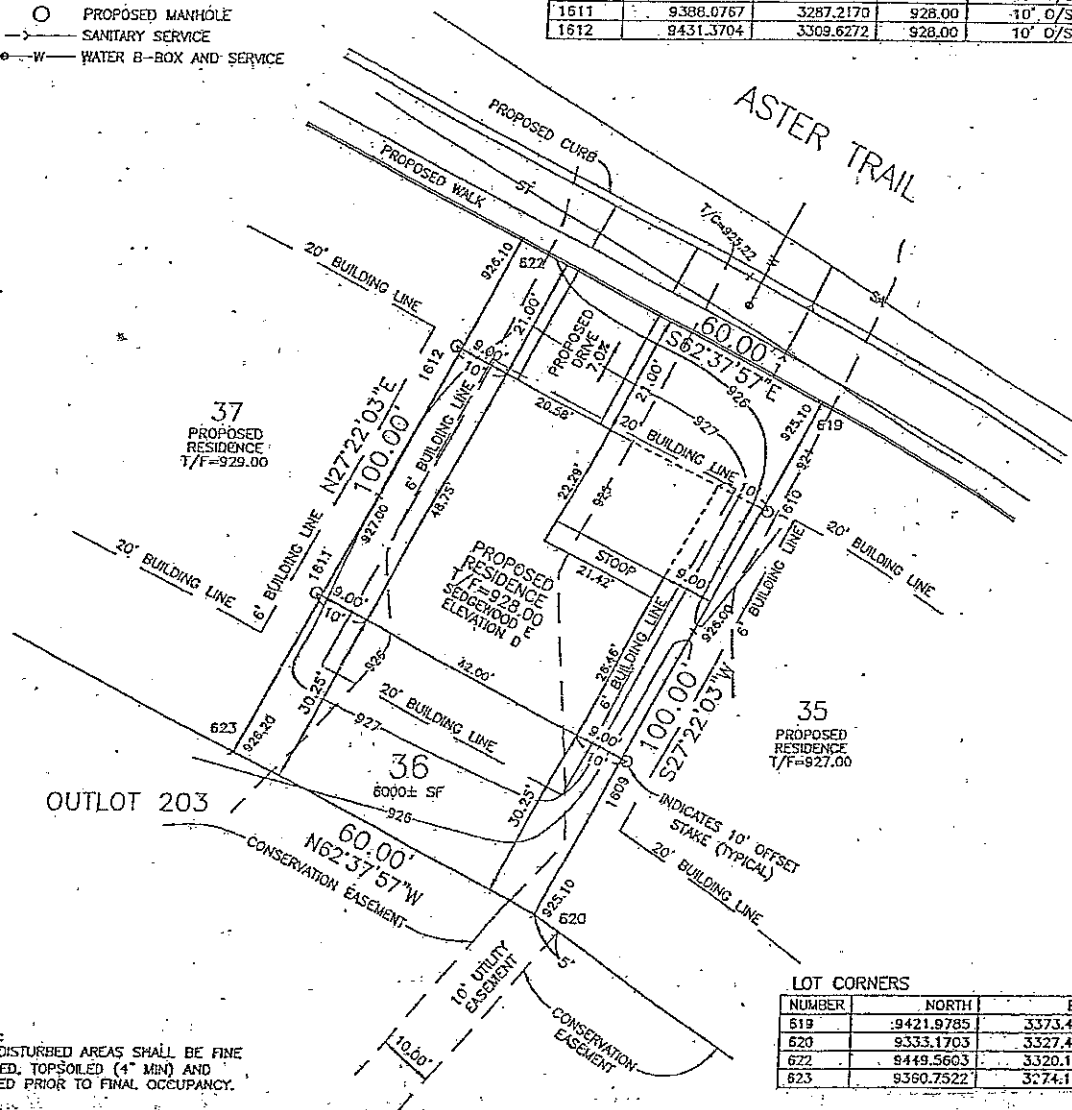


## LEGEND

- T/F = TOP OF FOUNDATION  
 SA = SANITARY  
 ST = STORM  
 WM = WATERMAIN  
 O = PROPOSED MANHOLE  
 —S— = SANITARY SERVICE  
 —W— = WATER B-BOX AND SERVICE

## BUILDING STAKEOUT

NUMBER	NORTH	EAST	ELEV	DESCRIPTION
1609	9359.5755	3342.2777	928.00	10' O/S T/F GRD
1610	9402.8692	3364.6880	928.00	10' O/S T/F GRD
1611	9386.0767	3287.2170	928.00	10' O/S T/F GRD
1612	9431.3704	3309.6272	928.00	10' O/S T/F GRD



## LOT CORNERS

NUMBER	NORTH	EAST
619	9421.9785	3373.4535
620	9333.1703	3327.4835
622	9449.5603	3320.1690
623	9360.7522	3374.1990

NOTE:  
 ALL DISTURBED AREAS SHALL BE FINE  
 GRADED, TOPSOILED (4" MIN) AND  
 SEEDED PRIOR TO FINAL OCCUPANCY.

## BENCHMARK

(PER CIVIL DESIGN GROUP, INC.)  
 BENCHMARK 1: RAILROAD SPIKE IN EAST FACE  
 OF UTILITY POLE LOCATED ON THE WEST SIDE  
 OF CASTLE ROAD APPROX. 160' NORTH OF  
 ENTRANCE TO APARTMENT COMPLEX.  
 ELEVATION = 950.50 (NGVD 29)

## NOTE:

DRIVE SHOWN HEREON IS FOR SCHEMATIC PURPOSES  
 ONLY. FINAL LOCATION TO BE DETERMINED IN FIELD.  
 DRIVE SLOPE IS PER ENGINEERING PLANS.

## NOTE:

EXISTING SANITARY SEWER AND STORM SEWER STUB  
 AND WATER B-BOX TO BE FOUND IN FIELD BY  
 CONTRACTOR. SEE ARCHITECTURAL PLANS FOR EXACT  
 LOCATIONS OF CONNECTIONS. MINIMUM 10' BETWEEN  
 WATER AND SANITARY SERVICES REQUIRED.

EXAMPLE



<p><b>BUILDING AND SITE DEVELOPMENT POLICIES</b> <b>City of Woodstock, Illinois</b></p>
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The following policies and requirements are applicable in the City of Woodstock (12-1-1999)

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**1. DEPOSITION OF BUILDING MATERIALS AND/OR CONSTRUCTION  
DEBRIS ON STREETS AND CONSTRUCTION SITES**

The purpose of this policy is to prevent the unsightly accumulation of debris generated by building and construction projects, to avoid potential safety problems that such accumulation may cause, and to provide notice to builders and developers of the need to maintain a "clean" site and the penalty for failure to comply.

Depositing building materials, construction debris, mud, dirt, or similar matter on public streets and/or allowing the same to accumulate in a haphazard and uncontrolled manner on a construction site, is prohibited by Sections 4.1.3.4 and 4.1.3.5 of the Woodstock City Code.

When such activity occurs, the City will contact the property owner and/or contractor and request that the debris be removed. The City may issue a "stop work" order which shall remain in effect until such time as the street or area is cleaned, and may refrain from conducting required building inspections and/or issuing a certificate of occupancy.

In accordance with the provisions of the City's nuisance and building regulations, any individual or business found in violation may be issued a municipal citation requiring payment of a \$25 fine for each day on which the violation occurs and/or an appearance in District Court and potential fine of up to \$500. per day.

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**2. SURVEY REQUIREMENTS FOR NEW PRINCIPAL BUILDINGS**

In accordance with Section 7.1.6 of the Woodstock City Code, as amended by ordinance Number 99-O-9 adopted on February 2, 1999, the following requirement is established. When a principal building has been permitted and is under construction, the building permit holder shall provide the Building Inspector with a survey indicating the location of the building's footing on the building lot. Said survey shall be prepared by an Illinois registered surveyor, and shall be submitted to the Building Inspector after required footings have been placed, but prior to the pouring and/or

installation of a building foundation. It shall be the responsibility of the permit holder to have the required survey prepared and submitted, and to schedule a foundation pre-pour inspection with the Building Inspector prior to the pouring and/or installation of a foundation.

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### **3. EROSION/SEDIMENTATION PROTECTION ON BUILDING AND CONSTRUCTION SITES**

The purpose of this policy is to provide specific standards regarding the protection of building and construction sites, as well as adjoining land, from problems associated with erosion and soil sedimentation, and to provide specific notice to builders and developers of the penalties involved in failing to abide by these standards.

Construction sites are required to be protected with silt fencing, straw bales, and/or similar erosion and sedimentation control measures in accordance with Section 4.1.3.5 and Title 7, Chapter 6 of the Woodstock City Code. The location of these protective measures shall be approved either by the City's Development Engineer or by the Building Inspector.

When such protection is lacking or fails to be installed after notice is given by the City, the City may issue a "stop work order" which shall remain in effect until protective measures are taken, and may refrain from conducting required building inspections and/or issuing a certificate of occupancy.

In accordance with the provisions of the City's nuisance and building regulations, any individual or business found in violation may be issued a municipal citation requiring payment of a \$25 fine for each day on which the violation occurs and/or an appearance in District Court and potential fine of up to \$500.

All construction sites must comply with the Storm Water Management Ordinance as adopted on January 1, 2005. Guidelines and requirements are attached as Exhibit E.

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### **4. BUILDING OCCUPANCY AND SITE IMPROVEMENT POLICIES**

The purpose of this policy is to provide specific criteria and standards regarding the issuance of Certificates of Occupancy when required site improvements have not been completed.

#### **A. Occupancy for Residential Construction**

1. From June 1 through October 31 - Inspections for final occupancy will not be scheduled or conducted until all required site improvements are installed and

in place, including but not limited to site grading, sidewalks, installation of 4 inches of top soil/black dirt and seed/sod, and driveway paving.

2. From November 1 through May 31 - Inspections for final occupancy can be scheduled and conducted when site improvements are not installed. However, a deposit of \$1000. will be required for each site item not installed or completed prior to issuing a certificate of occupancy. The deposit is intended as a way of encouraging completion of the site improvement by May 15. If the site improvement is not installed by this date, the deposit will be kept by the City and the City may issue a municipal citation requiring (1) payment of a \$25 fine for each day that the improvement is not installed and/or (2) an appearance in District Court with fines of up to \$500. plus administrative costs. The deposit shall be submitted in the form of cash or check payable to the City of Woodstock. It is noted that the May 15 date may be extended due to weather conditions, the shortage of required improvement materials, or similar conditions beyond the control of the property owner or builder.

#### B. Occupancy for Non-Residential Buildings

Prior to issuance of a building permit, the permit applicant will provide the City with an itemized estimate of the cost of the following site improvements: site grading, landscaping, seed/sod, sidewalks, site restoration, sidewalks, and storm water management facilities. Once this estimate has been reviewed and approved by the City, the applicant shall submit a letter of credit in a sum equal to 110 percent of the total approved cost estimate. The City shall hold this letter of credit until all site improvements have been completed and approved.

1. From June 1 through October 31 - Inspections for final occupancy will not be scheduled or conducted until all required site improvements are installed and in place, including but not limited to site grading, storm water management facilities, sidewalks, and installation of 4 inches of top soil/black dirt and seed/sod.
2. From November 1 through May 31 - Inspections for final occupancy can be scheduled and conducted when site improvements are not installed. However, a deposit of \$1000. is required for each site item not installed or completed prior to issuing a certificate of occupancy. The deposit is intended as a way of encouraging completion of the site improvement by June 15. If the site improvement is not installed by this date, the deposit will be kept by the City and the City may issue an appropriate municipal citation requiring (1) payment of a \$25 fine for each day that the improvement is not

installed and/or (2) an appearance in District Court with fines of up to \$500. plus administrative costs. The deposit shall be submitted in the form of cash or check payable to the City of Woodstock. It is noted that the May 15 date may be extended due to weather conditions.

C. Certificate of Occupancy

Occupancy of a building or structure without issuance of a Certificate of Occupancy is a violation of the City of Woodstock's Building Code. Any individual or business found in violation may be issued a municipal citation requiring (1) payment of fines for each day on which the violation occurs and/or (2) an appearance in District Court with fines of up to \$500. plus administrative costs.

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**5. DAMAGE REPAIR PRIOR TO OCCUPANCY**

The purpose of this policy is to ensure that damage, which occurs to private or public property as a result of development activity, is properly repaired.

Prior to issuance of a Certificate of Occupancy by the City, any damage that has occurred either on or to private property, public right-of-way, or public improvements adjoining the building site as a result of building and construction activity on said site, must be repaired and improved in a manner acceptable to the City. Once any required repairs and/or corrective action has been taken, a Certificate of Occupancy may be issued.

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**6. PLATTING AND PUBLIC IMPROVEMENT INSTALLATION PRIOR TO BUILDING PERMIT ISSUANCE**

The purpose of this policy is to establish specific requirements regarding what platting requirements must be met and what public improvements must be in place prior to issuance of a building permit and the start of construction activity. It is also to ensure that when a building is completed and ready for occupancy, that required public improvements and services are completed and available to serve the occupant.

No building permit will be issued for a lot in a proposed subdivision until the final plat of said subdivision has been recorded in the Office of the McHenry County Recorder of Deeds and required copies filed with the Department of Community Development.

In accordance with the City's Subdivision Ordinance, no building permit will be issued for

any lot in a subdivision until the final plat has been filed, approved, and recorded, and all required public improvements and infrastructure are installed and functioning properly. Said public improvements shall include but not be limited to curbs and gutters, street base/binder course, storm water management facilities, storm sewers, sanitary sewers, water mains, and essential private utilities such as gas and electric.

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## **7. ELECTRICAL & PLUMBING LICENSE DOCUMENTATION**

The purpose of this policy is to ensure that licensed individuals are performing electrical and plumbing activity in the City and that the individuals listed on building permits are the persons actually doing the work.

### **A. Written Verification**

Written verification shall be provided in the form of a letter or similar written document, signed by the electrical or plumbing contractor, and indicating that they are doing the specific work authorized by the permit. A copy of the individual's current license shall also be submitted and attached to the letter, and the letter shall reference the address where the work will be performed.

### **B. Violations**

Any individual who is determined to have wrongly used someone else's electrician license, shall be in violation of the City's building codes and shall be subject to the issuance of a "stop work order" or the issuance of a municipal citation. The name of such an individual shall be reported to the City's Electrical Commission.

Any individual who is determined to have wrongly used someone else's plumber license, shall be in violation of the City's building codes and shall be subject to the issuance of a "stop work order" or the issuance of a municipal citation. The name of such an individual shall be reported to the State of Illinois Plumbing Inspector.

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## **8. RESIDENTIAL ADDRESS NUMBERING**

The purpose of this policy is to facilitate the provision of emergency services by clearly identifying the address of residential dwelling units.

All structures used for residential dwelling purposes shall have numbers affixed to the front of said structures indicating the address of the premises. Address numbers shall be assigned

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by the Community Development Department in accordance with Section 6.1A.12 of the Woodstock City Code.

Except as provided for in the City of Woodstock Sign Control Ordinance, the numbers shall have a height of at least six (6) inches and shall be of a color that is distinguishable from the underlying color of the structure. The numbers shall be located so as to be visible from a public street or easement used for access to the premises.

All structures and/or sites used for commercial and industrial uses shall have address numbering provided and located as recommended and/or required by the City of Woodstock's Sign Control Ordinance.

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## **9. BURNING RESTRICTIONS**

The purpose of this policy is to minimize possible nuisance activity resulting from open and/or uncontrolled burning at construction sites and to reduce the potential for fire hazards which can occur as a result of open and unsupervised burning activity.

In accordance with the BOCA National Fire Prevention Code adopted by the City, as well as the City's nuisance regulations set forth in the Woodstock City Code, the outdoor burning of construction materials and construction site debris is prohibited in the City of Woodstock.

When such activity is observed, the City may issue a "stop work order" on all construction, which shall remain in effect until a permit is issued. Furthermore, any individual or business found in violation may be issued a municipal citation requiring (1) payment of fines for each day on which the violation occurs and/or (2) appearance in District Court.

This policy does not apply to recreational fires such as those utilized to cook food for human consumption or which occur in an approved receptacle, such as a "barbecue grill" or a "permanent grill" similar to those in Emricson Park. It does not apply to "practice burns" approved and conducted by the Woodstock Fire/Rescue District or to the controlled burning of wetlands and similar native areas where required permits and approvals have been issued

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## **10. CONSTRUCTION HOURS AND WORKING WITHOUT A PERMIT**

The purpose of this policy is to establish hours when building and construction activity is permitted in the City and to let builders and developers know of the penalties involved in commencing work without obtaining required permit(s).

As set forth in the Woodstock City Code, no building or construction activity may occur before the hour of 7:00 a.m. or after the hour of 9:00 p.m., Monday through Saturday, or before the hour of 10:00 a.m. or after the hour of 5:00 p.m. on Sundays or on legal holidays. Legal holidays shall consist of New Years Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

The start of work without prior issuance of a required building permit is a violation of the Woodstock City Code. When such activity is observed, the City may issue a "stop work order" which shall remain in effect until a permit is issued. Furthermore, any individual or business found in violation may be issued a municipal citation requiring (1) payment of a \$25 fine for each day of violation and/or (2) an appearance in District Court. Also, the required permit fee shall be \$50 or double the amount normally required, whichever is greater, as required by Section 7.1.6 of the Woodstock City Code.

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## **11. PUBLIC SIDEWALK CONSTRUCTION**

The purpose of this policy is to provide specific guidelines and criteria under which sidewalks must be installed.

Sidewalks shall be installed in accordance with applicable ordinances of the City and as required by this policy. Sidewalks shall be installed as part of the required improvements for new residential, commercial, and industrial building and development projects, except at locations which front on U.S. Route 14 and as otherwise exempted by the City's Zoning and Subdivision Ordinances.

Sidewalks shall have a minimum width of four (4) feet and a thickness of four (4) inches. Sidewalks shall be placed within a public street right-of-way or public sidewalk easement and within one (1) foot from the property line (unless the City approves an alternate location).

Where physical characteristics of the right-of-way or adjoining land prevent compliance with these standards, alternative measures may be approved by the City's Development Engineer. Where there is insufficient public right-of-way to accommodate a sidewalk, the owner of the property being developed shall provide an appropriate easement in which to locate the sidewalk.

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## **12. BUILDING PLANS**

The purpose of this policy is to ensure that approved plans are available for the use of builders, contractors, and similar workers and employees, as well as for the use by City inspection personnel.

Approved building and construction plans and review comments must be at a job site at all times. If such plans and comments are not available, the Building Inspector is not obligated to conduct a requested inspection.

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### **13. MAILBOX PLACEMENT AND DESIGN**

Unless otherwise approved by the City, the location and design of mail boxes shall be as set forth on Exhibit A, attached hereto.

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### **14. CUTTING AND NOTCHING OF WALL STUDS**

Unless otherwise approved by the City, the cutting and notching of wall studs shall be as set forth on Exhibit B, attached hereto.

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### **15. SCHEDULING OF INSPECTIONS**

Building inspections shall be scheduled at least 24 hours prior to the intended time and date of inspection. Inspection personnel shall attempt to the best of their ability to comply with such requests. There will be occasions, however, when additional time in which to schedule an inspection will be necessary or when inspection personnel will be unable to make a scheduled appointment. This will typically occur when a specialized inspection is requested or when the services of an outside inspection consultant are necessary.

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### **16. PLUMBING CODE INTERPRETATIONS**

The following code interpretations have been made by the State of Illinois Plumbing Inspectors and will be enforced by the City during appropriate inspections.

- At the time of final inspection, the water heater must be turned on and set at the normal setting so the temperature of all showerheads can be checked. The maximum temperature is 115 degrees.
- All sump pump pits that are used for storm water must have the top rim set at least two (2) inches above the height of the finished floor.
- All sealed sump pumps pits that are used for receiving sanitary drains must have a check valve of either plastic with unions or, if they have rubber connectors, some form of stainless steel sleeve



must protect the rubber.

- All sump pumps that are connected to the sanitary sewer must have either a full port gate valve or a full port ball valve installed above the check valve. This is referenced in the Illinois State Plumbing Code, Section 890, Appendix J, Illustration K.
- All kitchen drains must be 2 inches if they accept the discharge from a kitchen drain AND a dishwasher. If there is no dishwasher then you may use a 2-inch drain.
- All floor drains must be vented, including a floor drain that is connected to a vented sump pump pit. It has been ruled that the vent for a sump pump pit does not provide proper venting for the connected floor drain.

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#### **17. OVERHEAD SEWER SERVICES (Effective March 1, 2000)**

- An overhead sewer service is required by City Ordinance to be constructed (1) in the lowest level of all new structures and (2) with the construction of building additions that include any plumbing fixtures, where the finished floor of the lowest level is below the elevation of the crown of the street adjacent to the structure.
- Plumbing fixtures served by an overhead sewer shall drain into an ejection pit with a pump and tight seal lid that meets the requirements of the City's plumbing inspector. The ejector pit shall be properly sealed, vented, and located to receive sewage by gravity flow from which the wastewater is lifted and discharged into the building sewer service. The discharge size of the pump shall be a minimum of two (2") inches and the discharge line shall be equipped with a backwater check valve.
- The connection from the ejector pit to the building's sanitary sewer service shall be inside of the building, and no part of the discharge from the ejector pit shall extend beyond the foundation. All plumbing fixtures not located in the lowest level of the building shall drain entirely by gravity and shall not be drained through the ejector pit.

#### **18. WATER CONSUMPTION CHARGE**

The purpose of this charge is to provide payment to the City for water used on a building site prior to the installation of a water meter.

It is noted that payment of this charge allows a builder or contractor to use City water for construction purposes only, and not for the installation of landscape improvements, lawns, and similar amenities. If the City observes that water is being used for other than authorized

purposes or the use of water is being abused, water will be turned off and appropriate fines may be levied against the water user or contractor.

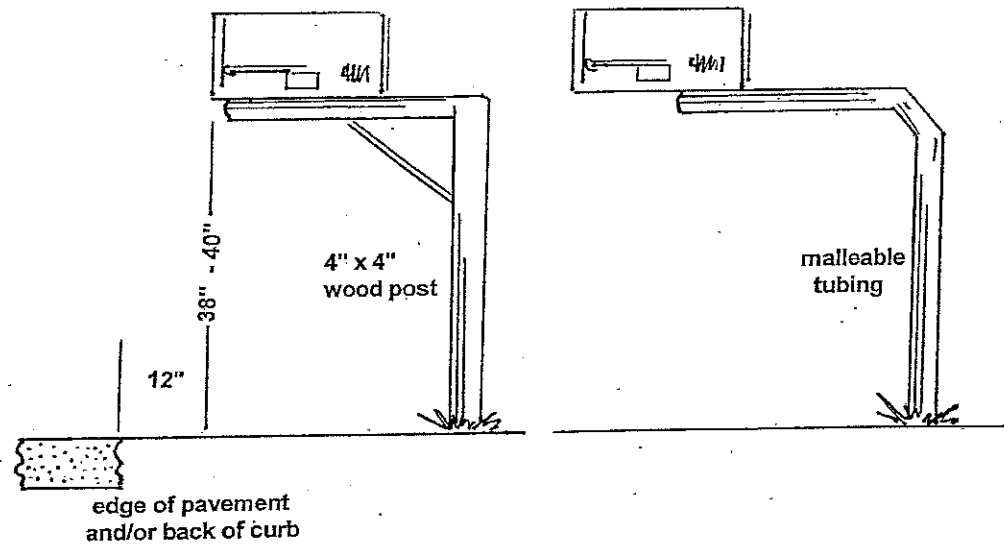
The following charges apply to un-metered water use for new construction projects:

- |  |                           |
|--|---------------------------|
| ▪ Single family detached and duplex structures | \$60.00                   |
| ▪ Single family attached, townhomes            | \$30.00 per dwelling unit |
| ▪ Multi-family                                 | \$10.00 per dwelling unit |
| ▪ Commercial/industrial/institutional          | \$.01 per square foot     |

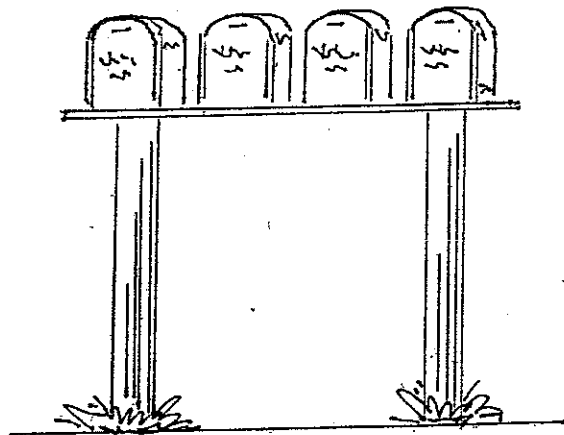
*Additional information regarding these policies and the building and construction regulations of the City may be obtained by calling the Department of Community Development at 815-338-4305.*

## EXHIBIT A - MAILBOX PLACEMENT AND DESIGN

### 1. Suggested Single Box Mounting

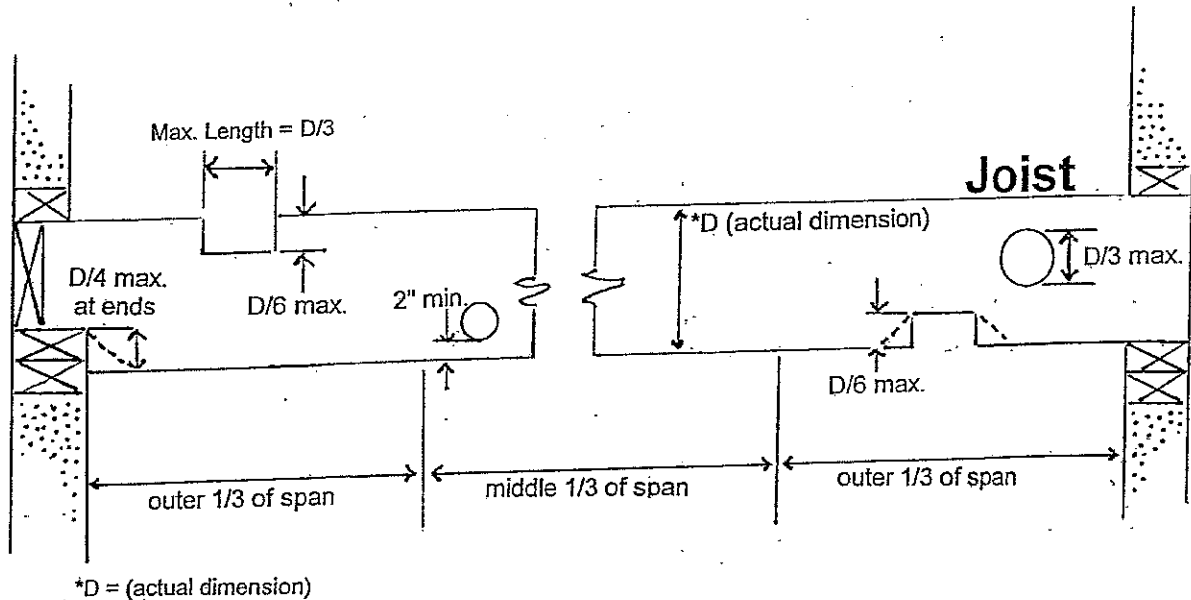


### 2. Suggested Group Box Mounting



NOTE: Numbers on boxes should have a minimum height of 3 inches.

## EXHIBIT B - CUTTING AND NOTCHING

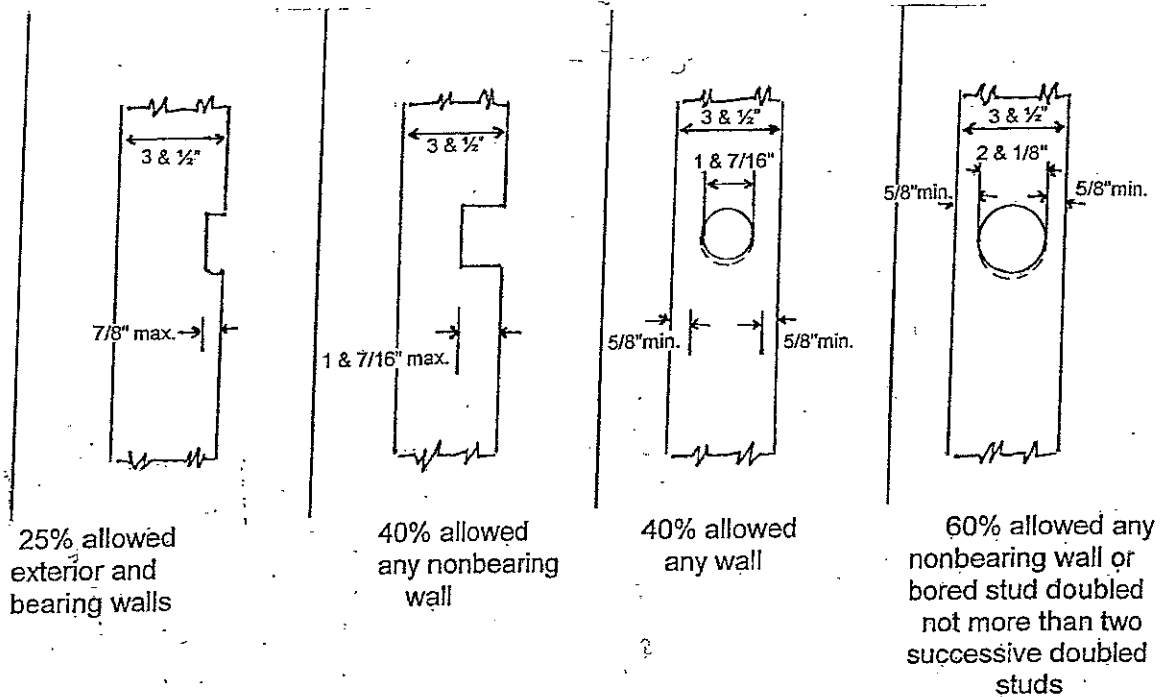


**NOTE:** Notching is not permitted in the middle 1/3 of span; no holes or notches are permitted in the same cross-section; square holes and notches are not recommended.

Joist Size	Maximum Hole	Maximum Notch Depth	Maximum End Notch
2 x 4	None	none	None
2 x 6	1 2"	7/8"	1 3/8"
2 x 8	2 3/8"	1 1/4"	1 7/8"
2 x 10	3"	1 2"	2 3/8"
2 x 12	3 3/4"	1 7/8"	2 7/8"

1992 CABO, Section R-402.5 A Guide for Cutting, Notching & Boring of Joists.

## EXHIBIT B - CUTTING AND NOTCHING



**NOTE:** Notching is not permitted in the middle 1/3 of span; no holes or notches are permitted in the same cross-section; square holes and notches are not recommended.

Joist Size	Maximum Hole	Maximum Notch Depth	Maximum End Notch
2 x 4	None	none	None
2 x 6	1 2"	7/8"	1 3/8"
2 x 8	2 3/8"	1 1/4"	1 7/8"
2 x 10	3"	1 2"	2 3/8"
2 x 12	3 3/4"	1 7/8"	2 7/8"

1992 CABO, Section R-402.5 A Guide for Cutting, Notching & Boring of Joists.

# EXHIBIT C

## STAIRS, HANDRAILS AND GUARDRAILS

### Stair Design

Riser height; Maximum 8 1/4 inches  
Tread depth; Minimum 9 inches clear of the tread above.  
Stair width; Minimum 36 inches wide.

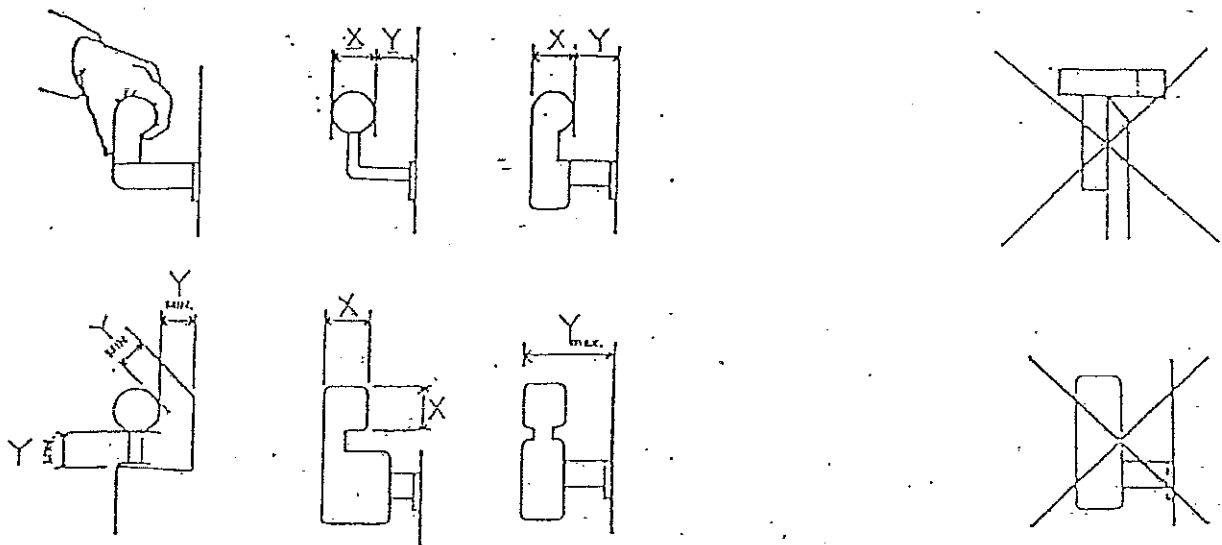
### Handrail Design

When required; Three or more risers.  
Height ; Minimum 34 inches and maximum 38 inches measured vertically from the nosing of the treads. Ends shall return in or terminate into newel posts.  
Grip size; Handrails shall have a circular cross section with a diameter of 1 1/2 inches to 2 inches, or a noncircular cross section with a perimeter dimension of at least 4 inches and not more than 6 1/4 inches and a largest cross-section not exceeding 2 1/4 inches.

### ACCEPTABLE HANDRAIL DESIGNS

### NOT ACCEPTABLE

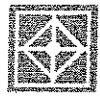
X = 1 1/4" MIN./2' MAX.  
Y = 1 1/2" MIN./3 1/2" MAX.



### Guardrail Design

When Required; On porches, balconies and raised floor surfaces located more than 30 inches above the floor or adjacent grade.

Height: Minimum 36 inches.  
Openings; Spaced so an object 4 inches in diameter can not pass thru. Guards shall not be constructed with horizontal rails that result in a ladder effect.



# City of WOODSTOCK

## Department of Public Works

326 Washington Street

Woodstock, Illinois 60098

815/338-6118

fax 815/334-2263

[pwdept@woodstock-il.com](mailto:pwdept@woodstock-il.com)

[www.woodstockil.gov](http://www.woodstockil.gov)

## STORMWATER MANAGEMENT PERMIT FEES

Minor Development (which includes any land disturbing activity that results from or is associated with any building construction or demolition permit issued by the Certified Community)

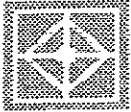
Review Fee, includes one re-submittal	\$200.00
Re-submittals beyond the first re-submittal	\$100.00/submittal
Pre-arranged and required inspection services	\$100.00/inspection

### All other Minor Development

Review Fee, includes one re-submittal	\$500.00
Re-submittals beyond the first re-submittal	\$200.00/submittal
Pre-arranged and required inspection services	\$150.00/inspection

All other Development (intermediate, major, special flood hazard area, and wetlands)

Initial Review Fee	\$500.00
Additional Deposit for consulting services	\$500.00
Outside consulting services (for both review and inspection services)	Charged on a Time & Material basis



**CITY OF WOODSTOCK**  
**STORMWATER MANAGEMENT PERMIT APPLICATION**

<b>PROPERTY OWNER</b>	NAME _____
	ADDRESS _____
	DAYTIME PHONE # _____
	FAX # _____
	E-MAIL _____

<b>ENGINEER/SURVEYOR</b>	NAME _____
	ADDRESS _____
	DAYTIME PHONE # _____
	FAX # _____
	E-MAIL _____

<b>WETLAND SPECIALIST</b>	NAME _____
	ADDRESS _____
	DAYTIME PHONE # _____
	FAX# _____
	E-MAIL _____

<b>PROJECT</b>	PROJECT NAME _____
	LOCATION/ADDRESS _____

<b>CERTIFICATION BY OWNER AND PROFESSIONALS</b>	I DECLARE THAT I HAVE EXAMINED AND/OR MADE THIS APPLICATION AND IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AGREE TO CONSTRUCT SAID IMPROVEMENTS IN COMPLIANCE WITH ALL PROVISIONS OF THE APPLICABLE ORDINANCES. I REALIZE THAT THE INFORMATION THAT I HAVE AFFIRMED HEREON FORMS A BASIS FOR THE ISSUANCE OF THE STORMWATER MANAGEMENT PERMIT(S) HEREIN APPLIED FOR AND APPROVAL OF PLANS IN CONNECTION THEREWITH SHALL NOT BE CONSTRUED TO PERMIT ANY CONSTRUCTION UPON SAID PREMISES OR USE THEREOF IN VIOLATION OF ANY PROVISION OR ANY APPLICABLE ORDINANCE OR TO EXCUSE THE OWNER OR HIS SUCCESSORS IN TITLE FROM COMPLIANCE.	
	PROPERTY OWNER'S SIGNATURE _____	DATE _____
	I CERTIFY THAT THE PLANS AND DOCUMENTS SUBMITTED FOR THIS APPLICATION HAVE BEEN PREPARED UNDER THE SUPERVISION OF A PROFESSIONAL ENGINEER, LICENSED SURVEYOR, OR WETLANDS SPECIALIST AS APPROPRIATE.	
	ENGINEER _____	DATE _____
	LICENSED SURVEYOR _____	DATE _____
	WETLANDS SPECIALIST _____	DATE _____



**PROPERTY AND PROJECT INFORMATION:**PROPERTY INDEX NUMBER(S) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WATERSHED AREA \_\_\_\_\_

PROJECT DESCRIPTION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**CHECK WHICH ONE CONDITION APPLIES:**

- ☐ EXEMPT, STORMWATER MANAGEMENT PERMIT IS NOT REQUIRED (IVB)  
☐ MINOR DEVELOPMENT (IV.C.1; V.A-E; V.F.7-8; VI.A)  
☐ INTERMEDIATE DEVELOPMENT (IV.C.2; V.A-F; VI.B)  
☐ MAJOR DEVELOPMENT NOT IN A FLOODPLAIN (IV.C.4; V.A-F; VIC)  
☐ SPECIAL FLOOD HAZARD AREA DEVELOPMENT (IV.C.5; V.A-G; VID)  
☐ PUBLIC ROAD DEVELOPMENT (IV.C.6; V.A-G; IV.E)

**CHECK ALL CONDITIONS THAT APPLY:**

- ☐ WETLAND JURISDICTIONAL DETERMINATION (IVA.9; V.H; VI.F)  
☐ ISOLATED WETLAND IMPACT (VI.F)  
☐ NO ISOLATED WETLAND IMPACT DETERMINATION (VI.F)  
☐ DEVELOPMENT IN A FLOODWAY (V.G.6)  
☐ FLOODPLAIN MAP REVISION OR AMENDMENT (V.G.2c)  
☐ BFE OR FLOODWAY DETERMINATION (V.G)  
☐ VARIANCE REQUEST (VII.A)

**STORMWATER DATA SUMMARY**

TOTAL PROPERTY OWNERSHIP (acres) \_\_\_\_\_  
PERMIT DEVELOPMENT SIZE (acres) \_\_\_\_\_  
NEW IMPERVIOUS AREA (acres) \_\_\_\_\_  
EXISTING IMPERVIOUS AREA (acres) \_\_\_\_\_  
COMP. STORAGE REQUIRED (ac-ft) \_\_\_\_\_  
DEPRESS IONAL \_\_\_\_\_  
RIVERINE 0-10 YEAR \_\_\_\_\_  
RIVERINE 10-100 YEAR \_\_\_\_\_  
WATERSHED DRAINAGE AREA (acres) \_\_\_\_\_  
DETENTION VOLUME REQUIRED (ac-ft) \_\_\_\_\_

**WETLAND DATA SUMMARY:**

EXISTING WETLAND (acres) \_\_\_\_\_  
JURISDICTIONAL WETLANDS \_\_\_\_\_  
ISOLATED WETLANDS \_\_\_\_\_  
IMPACTED WETLANDS (acres) \_\_\_\_\_  
JURISDICTIONAL WETLANDS \_\_\_\_\_  
ISOLATED WETLANDS \_\_\_\_\_  
MITIGATION REPLACEMENT RATIO \_\_\_\_\_  
MITIGATION REQUIRED (acres) \_\_\_\_\_  
ON-SITE \_\_\_\_\_  
OFF-SITE \_\_\_\_\_  
APPROVED BANK \_\_\_\_\_

LIST ALL LOCAL, STATE, AND FEDERAL PERMITS OR APPROVAL LETTERS REQUIRED FOR DEVELOPMENT AND STATUS.

PERMIT TYPE	AGENCY	COMMENTS/STATUS	PERMIT ATTACHED
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SUBMIT COMPLETED APPLICATION WITH ALL NECESSARY DOCUMENTATION AND ALL SIGNATURES TO:

DEPARTMENT OF PUBLIC WORKS

326 WASHINGTON STREET, WOODSTOCK, ILLINOIS 60098

APPLICATION MUST INCLUDE ORIGINAL SIGNATURES AND CAN NOT BE SUBMITTED VIA FAX OR E-MAIL.



## CITY OF WOODSTOCK STORMWATER MANAGEMENT PERMIT

Project Name: \_\_\_\_\_

Permit Issued To: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Fee Amount: \$ \_\_\_\_\_

Type of Permit: \_\_\_\_\_

1. If work included with this permit is not started within six (6) months, this permit shall be void and no portion of the fee will be refunded.
2. If work is suspended or abandoned for a period of six months after the time commencing the work, this permit shall be void and no portion of the fee will be refunded.
3. Unless otherwise stated with the special conditions issues for this permit, all work shall be completed within a maximum of two years from the date of the permit. If the work has not been completed within two years, this permit shall be void and no portion of the fee will be refunded.
4. This permit does not release the permittee from liability for damage to persons or property resulting from the work and does not authorize any work on private property or injury to private property.
5. Noncompliance with the conditions of this permit will be considered grounds for revocation.
6. The applicant is required to submit final as built plans documenting the completion of the work included with this permit no later than thirty (30) days after completion.
7. The applicant agrees to pay all cost incurred by the City for the inspection of the work, verification of compliance with Ordinance regulations, and enforcement.

This permit is subject to the following additional special conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Approval Recommended By Wetland Specialist:

\_\_\_\_\_ Date: \_\_\_\_\_

Permit Approval Recommended By Baxter & Woodman:

\_\_\_\_\_ Date: \_\_\_\_\_

Permit Approved By City of Woodstock Enforcement Officer:

\_\_\_\_\_ Date: \_\_\_\_\_



# City of WOODSTOCK

Department of Public Works  
326 Washington Street  
Woodstock, Illinois 60098  
815/338-6118 ♦ Fax 815/334-2263  
pweng@woodstockil.gov  
www.woodstockil.gov

January 30, 2005

## MINOR DEVELOPMENT INSPECTION GUIDELINES

One of the requirements of the newly approved City of Woodstock Stormwater Management Ordinance is that the permittee is responsible to document, maintain and submit copies of on-site inspections at the following specified intervals.

- a) Upon completion of the installation of sediment and runoff control measures (including perimeter controls and diversions), **prior** to proceeding with **any** other earth disturbance or grading.
- b) After rough grading of a site.
- c) After final grading of a site, and prior to removal of sediment controls.
- d) Weekly and after each rainfall event of 0.5 inches or more over a 24-hour period.

The permittee is required to keep a copy of the approved site grading plans at the site during the progress of the work. In addition, the permittee shall submit a copy of these inspection reports to the Department of Public Works on a **WEEKLY** basis. Failure to submit these inspections on a timely basis or to provide maintenance of the required sediment and runoff control measures will result in the issuance of a stop work order (a "red tag"). The stop work order may be removed upon submittal of the required documentation and/or repair of the noted deficiency.

To facilitate inspections by the Department of Public Works and to ensure compliance with the approved site grading plans, the permittee shall notify the Department of Public Works within two (2) working days of the completion of the following construction stages:

- a) Upon completion of the installation of sediment and runoff control measures (including perimeter controls and diversions), **prior** to proceeding with **any** other earth disturbance or grading.
- b) After rough grading of the site.
- c) After final stabilization and landscaping, **prior** to removal of sediment controls.

Once the project has been completed and before a final certificate of occupancy will be issued or a deposit returned, the permittee must submit a completion certification statement to the Department of Public Works, signed by the design engineer/surveyor, stating that the project has been completed according to the approved site grading plan. This form must contain original signatures of both the design professional and the permittee.



# City of WOODSTOCK

Department of Public Works  
326 Washington Street  
Woodstock, Illinois 60098  
815/338-6118 ♦ Fax 815/334-2263  
pweng@woodstockil.gov  
www.woodstockil.gov

January 30, 2005

## INTERMEDIATE AND MAJOR DEVELOPMENT INSPECTION GUIDELINES

One of the requirements of the newly approved City of Woodstock Stormwater Management Ordinance is that the permittee is responsible to document, maintain and submit copies of on-site inspections at the following specified intervals.

- a) Upon completion of the installation of sediment and runoff control measures (including perimeter controls and diversions), **prior** to proceeding with **any** other earth disturbance or grading.
- b) After rough grading of a site.
- c) After final grading of a site, and prior to removal of sediment controls.
- d) Weekly and after each rainfall event of 0.5 inches or more over a 24-hour period.

The permittee is required to keep a copy of the approved site grading plans at the site during the progress of the work. In addition, the permittee shall submit a copy of these inspection reports to the Department of Public Works on a **WEEKLY** basis. Failure to submit these inspections on a timely basis or to provide maintenance of the required sediment and runoff control measures will result in the issuance of a stop work order (a "red tag"). The stop work order may be removed upon submittal of the required documentation and/or repair of the noted deficiency.

To facilitate inspections by the Department of Public Works and to ensure compliance with the approved erosion and sediment control plan, the permittee shall notify the Department of Public Works within two (2) working days of the completion of the following construction stages:

- a) Upon completion of the installation of sediment and runoff control measures (including perimeter controls and diversions), **prior** to proceeding with **any** other earth disturbance or grading.
- b) After stripping and clearing.
- c) After rough grading.
- d) After final grading.
- e) After seeding and landscaping.
- f) After final stabilization and landscaping, **prior** to removal of sediment controls.

Once the project has been completed and before a final certificate of occupancy will be issued or a deposit returned, the permittee must submit a completion certification statement to the Department of Public Works, signed by the design engineer/surveyor, stating that the project has been completed according to the approved site grading plan. This form must contain original signatures of both the design professional and the permittee.



**City of  
WOODSTOCK**  
Department of Community & Economic Development  
121 West Calhoun Street  
Woodstock, Illinois 60098

phone 815.338.4305  
fax 815.334.2267  
[www.woodstockil.gov](http://www.woodstockil.gov)

## **BUILDING AND CONSTRUCTION FEES**

### **City of Woodstock, Illinois**

<b>A.</b>	<b>New and Accessory Construction</b>	<p>1. Residential – new construction: \$.20 per square foot of a dwelling unit or structure, including shell construction and/or build-out construction.</p> <p>2. Residential accessory structures –</p> <ul style="list-style-type: none"><li>• Sheds/gazebos: \$25.</li><li>• Decks: \$40.</li><li>• Garages: \$75.</li></ul> <p>3. Non-residential and Use Groups R-1 and R-2 – new construction: \$.17 per square foot of a unit or structure, including shell construction and/or build-out construction, plus costs incurred by the City for specialized plan review, engineering, and inspection activity.</p> <p>4. Non-residential accessory structures - \$.17 per square foot of a new non-residential accessory unit or structure, including shell construction and/or build-out construction.</p>																
<b>B.</b>	<b>Additions, Remodeling</b>	<p>1. Residential – alterations or remodeling:</p> <table><tr><th colspan="2">Construction Value (fee)</th></tr><tr><td>• \$0-2,000</td><td>\$20</td></tr><tr><td>• \$2,001- 8,000</td><td>\$55</td></tr><tr><td>• \$8,001</td><td>Same as new construction</td></tr></table> <p>2. Non-residential – alterations or remodeling:</p> <table><tr><th colspan="2">Construction Value (fee)</th></tr><tr><td>• \$0-2,000</td><td>\$55</td></tr><tr><td>• \$2,001- 8,000</td><td>\$110</td></tr><tr><td>• \$8,001</td><td>Same as new construction</td></tr></table>	Construction Value (fee)		• \$0-2,000	\$20	• \$2,001- 8,000	\$55	• \$8,001	Same as new construction	Construction Value (fee)		• \$0-2,000	\$55	• \$2,001- 8,000	\$110	• \$8,001	Same as new construction
Construction Value (fee)																		
• \$0-2,000	\$20																	
• \$2,001- 8,000	\$55																	
• \$8,001	Same as new construction																	
Construction Value (fee)																		
• \$0-2,000	\$55																	
• \$2,001- 8,000	\$110																	
• \$8,001	Same as new construction																	

C.	<b>Plan Review</b>	<p>For projects having a construction value of \$10,000 or more:</p> <ol style="list-style-type: none"> <li>1. Residential – new construction, alterations, or remodeling: \$110 per dwelling unit or structure.</li> <li>2. Non-residential and Use Groups R-1 and R-2 – new construction, alterations, or remodeling: \$270 per unit or structure, including shell construction and/or build-out construction. All plans and specifications for construction, including architectural, structural, electrical, mechanical and accessibility may be subject to review by a third party review service of the City's choice. The fee for this review will be in accordance with review fee schedules on file with the City. All fees shall be paid directly to the third party review service prior to review of plan submittals.</li> </ol>
D.	<b>Electrical</b>	<ol style="list-style-type: none"> <li>1. Residential – service upgrade, alterations, or remodeling: \$55 per dwelling unit or structure.</li> <li>2. Residential – new construction: \$110 per dwelling unit.</li> <li>3. Non-residential – service upgrade: \$110 per unit or structure.</li> <li>4. Non-residential and Use Groups R-1 and R-2 – new construction, alterations, remodeling: \$220 per unit or structure, including shell construction and/or build-out construction.</li> </ol>
E.	<b>Plumbing</b>	<ol style="list-style-type: none"> <li>1. Residential – service upgrade, alterations or remodeling: \$55 per dwelling unit or structure.</li> <li>2. Residential – new construction: \$110 per dwelling unit.</li> <li>3. Non-residential – service upgrade: \$110 per unit or structure.</li> <li>4. Non-residential and Use Groups R-1 and R-2 – new construction, alterations, remodeling: \$220 per unit or structure, including shell construction and/or build-out construction.</li> </ol>
F.	<b>Heating, Mechanical, Ventilation, and Air Conditioning</b>	<ol style="list-style-type: none"> <li>1. Residential – upgrades or alterations: \$55 per dwelling unit or structure.</li> <li>2. Residential – new construction or remodeling: \$55 per dwelling unit or structure, plus \$30 per appliance.</li> <li>3. Non-residential and Use Groups R-1 and R-2 – upgrades or alterations: \$110 per unit or structure, plus \$20 per each ton air conditioning unit. fee.</li> </ol>

		<p>4. Non-residential and Use Groups R-1 and R-2 – new construction or remodeling: \$220 per unit or structure, including shell construction and/or build-out construction, plus \$10.00 per flue and per air conditioning unit, plus \$60 per appliance.</p> <p>5. Commercial kitchen hood system: \$110.</p>
<b>G.</b>	<b>Fences</b>	\$20.
<b>H.</b>	<b>Swimming Pools</b>	Over 1,000 gallons: \$60 plus applicable electrical permit fees.
<b>I.</b>	<b>Elevators</b>	<p>1. Plan review fee of \$110 per unit.</p> <p>2. New inspections: \$110 per unit.</p> <p>3. Annual follow-up inspections: \$85 per unit.</p>
<b>J.</b>	<b>Demolition</b>	<p>1 Residential – Principal building or structure: \$150.</p> <p>2. Non-residential – Principal building or structure: \$280. plus \$.10 per square foot of floor area.</p> <p>3. A cash deposit in the amount of \$2,500 shall be required to assure the filling in of any below grade areas and the restoration and completion of measures necessary to restore the site to a safe condition. A bond indemnifying, keeping, and holding the City of Woodstock harmless against any loss, damage, judgment, or liability of any kind which the City may suffer from or on account of such demolition is required and shall be in the sum of \$50,000 for structures not more than three (3) stories in height and \$100,000 for structures more than three (3) stories in height.</p>
<b>K.</b>	<b>Building Relocation</b>	<p>1. Residential - \$150.00</p> <p>2. Non-Residential - \$280.00</p>
<b>L.</b>	<b>Certificate of Occupancy</b>	<p>1. Residential – \$55.</p> <p>2. Non-residential – \$110.</p>
<b>M.</b>	<b>Construction Water Fee</b>	The purpose of this charge is to provide payment to the City for water used on a building site prior to the installation of a water meter. The following charges apply to un-metered water use for new construction projects. Payment of this charge allows a builder or contractor to use City water for

		<p>construction purposes only, and not for the installation of landscape improvements, lawns, and similar amenities. If the City observes that water is being used for other than authorized purposes or the use of water is being abused, water will be turned off and appropriate fines may be levied against the water user or contractor.</p> <ol style="list-style-type: none"> <li>1. Single family detached and duplex structures: \$60.00</li> <li>2. Single family attached, town homes: \$30.00 per dwelling unit</li> <li>3. Multi-family structures: \$10.00 per dwelling unit</li> <li>4. Commercial/industrial/institutional: \$.01 per square foot</li> </ol>
N.	<b>Water Meter Fees</b>	<p>Any meter smaller than 2" shall be purchased by the City and installed by the City. Any meter 2" or larger shall be purchased and installed by the owner of the property involved, subject to the approval, supervision, and inspection of the Department of Public Works. The fees for meters provided and installed by the City are as follows:</p> <p><b>Meter Size</b></p> <ul style="list-style-type: none"> <li>• 5/8" \$320.00</li> <li>• 3/4" \$350.00</li> <li>• 1" \$410.00</li> <li>• 1 1/2" \$660.00</li> </ul>
O.	<b>Sewer Connection Inspection</b>	\$10.00 per connection
P.	<b>Fire Protection Systems</b>	All plans and specifications pertaining to fire protection systems are subject to review by a third party review service of the City's choice. All fees shall be paid directly to the third party review service prior to review of plan submittals.

*\*When building construction starts prior to the issuance of a required permit, the required permit fees as set forth in Section 7.1.7(A) through Section 7.1.7(Q) herein, each of the required fees shall be a minimum of fifty-five dollars (\$55.00) or doubled, whichever amount is greater.*



2012 (Revised)		Water	Sewer	School	Park	Library	Street	Police	Fire &
Apartment Unit	Connection	Connection	Connection	Impact	Impact	Impact	Impact	Impact	Rescue
	Fee	Fee	Fee	Fee	Fee	Fee	Fee	Fee	Fee
Effic.	2,062.00	3,180.00	-	1,802.00	342.00	307.00	514.00	99.00	8,306.00
1 Bedroom	2,062.00	3,180.00	32.00	2,449.00	466.00	307.00	697.00	136.00	9,329.00
2 Bedrooms	2,251.00	3,446.00	1,381.00	2,666.00	506.00	307.00	759.00	147.00	11,463.00
3 Bedrooms or more	3,585.00	5,553.00	3,768.00	4,253.00	808.00	307.00	1,211.00	232.00	19,717.00
Single Family Attached Dwelling Unit									
1 Bedroom	1,401.00	2,156.00	-	1,563.00	316.00	246.00	473.00	92.00	6,347.00
2 Bedrooms	2,329.00	3,596.00	1,374.00	2,772.00	527.00	246.00	790.00	153.00	11,787.00
3 Bedrooms	2,801.00	4,324.00	2,649.00	3,331.00	634.00	246.00	948.00	183.00	15,116.00
4 Bedrooms or more	2,801.00	4,324.00	2,649.00	4,382.00	832.00	246.00	1,246.00	241.00	16,721.00
Single Family Detached Dwelling Unit									
2 Bedrooms	2,368.00	3,635.00	1,535.00	2,811.00	534.00	246.00	800.00	154.00	12,083.00
3 Bedrooms	3,395.00	5,225.00	5,735.00	4,037.00	767.00	246.00	1,160.00	222.00	20,777.00
4 Bedrooms	3,395.00	5,225.00	7,303.00	5,251.00	999.00	246.00	1,495.00	287.00	24,201.00
5 Bedrooms or more	3,395.00	5,225.00	7,303.00	5,251.00	999.00	246.00	1,495.00	287.00	24,201.00
Commercial/Industrial									
1" Meter or Less	3,086.00	4,750.00	-	-	-	-	-	-	7,836.00
Up to 1 1/2" Meter	6,172.00	9,502.00	-	-	-	-	-	-	15,674.00
Less than 2" Meter	10,028.00	15,440.00	-	-	-	-	-	-	25,469.00
2" or Larger Meter	Not Provided	16.41	-	-	-	-	-	-	16.41

(Per Gallons Per Day)

**CITY OF WOODSTOCK, DEPARTMENT OF PUBLIC WORKS  
SOIL EROSION AND SEDIMENT CONTROL  
INSPECTION REPORT**

Project Name/Address \_\_\_\_\_ Permit # \_\_\_\_\_

Inspection Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_ Inspected By \_\_\_\_\_

**STAGE OF CONSTRUCTION**

- |  |   |
|--|---|
| <input type="checkbox"/> Pre-Construction Meeting<br><input type="checkbox"/> Clearing and Grubbing<br><input type="checkbox"/> Temporary Stabilization<br><input type="checkbox"/> Finish Grading | <input type="checkbox"/> Initial Installation of SE/SC Measures<br><input type="checkbox"/> Rough Grading<br><input type="checkbox"/> Building Construction<br><input type="checkbox"/> Final Stabilization |
|--|---|

**YES NO N/A**

**INSPECTION CHECKLIST**

- |   |   |  |
|---|---|--|
| _____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ | 1)<br>2)<br>3)<br>4)<br>5)<br>6)<br>7)<br>8)<br>9)<br>10)<br>11)<br>12)<br>13)<br>14) | Have all sediment-trapping measures been installed prior to site disturbance?<br>Have all soil erosion and sediment control devices indicated on the approved plans been installed?<br>Are all soil stockpiles adequately stabilized with the use of temporary seed and a sediment trapping device?<br>Are all perimeter sediment control devices properly installed and maintained?<br>Are all sediment basins and/or traps properly installed, stabilized, and maintained in working condition?<br>Have all stormwater management systems been constructed and stabilized, and are they functioning?<br>Have all disturbed areas been stabilized with temporary or permanent measures within 14 days of the end of active hydrologic disturbance?<br>Are finished cut and fill slopes adequately stabilized?<br>Has all erosion control blanket, hydro-mulch, mulch, or other erosion control devices been installed where required?<br>Are stormwater conveyance channels adequately stabilized with channel lining and outlet protection?<br>Do all operational storm sewer inlets have adequate inlet protection?<br>Do all construction ingress and egress points have a stabilized construction entrance installed?<br>Are soil and mud being kept off all adjacent public roadways?<br>Are measures being taken to control dust? |
|---|---|--|

- \_\_\_\_ 15) Are all utility trenches being properly backfilled, tamped, and stabilized?  
\_\_\_\_  
\_\_\_\_ 16) Are temporary stream crossings of non-erodible material installed where  
\_\_\_\_ applicable?  
\_\_\_\_ 17) Is necessary re-stabilization of in-stream construction complete?  
\_\_\_\_ 18) Have all temporary control structures that are no longer needed been removed  
\_\_\_\_ within 30 days of final stabilization?  
\_\_\_\_ 19) Is in-stream construction conducted using measures to minimize channel damage?  
\_\_\_\_ 20) Are properties and waterways downstream from development adequately  
\_\_\_\_ protected from soil erosion and sediment deposition due to increases in peak  
stormwater runoff?  
\_\_\_\_ 21) Is there evidence of sediment leaving the site affecting downstream property?

Please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WEATHER CONDITIONS** \_\_\_\_\_

**SITE CONDITIONS** \_\_\_\_\_  
\_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REPORT BY** \_\_\_\_\_

## COMPLETION CERTIFICATION STATEMENT

I, \_\_\_\_\_, the design engineer/surveyor who prepared the site grading plan for the residence constructed at \_\_\_\_\_ and approved as stormwater permit # \_\_\_\_\_, have reviewed the final grading of the site and certify that it has been completed according to the approved stormwater management permit plan.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



City of  
**WOODSTOCK**

Department of Community & Economic Development  
121 W. Calhoun Street  
Woodstock, Illinois 60098

phone 815.338.4305  
fax 815.334-2267  
[commdevdept@woodstockil.gov](mailto:commdevdept@woodstockil.gov)  
[www.woodstockil.gov](http://www.woodstockil.gov)

- **Building Permit Applications are a four (4) part carbonless form.**
- **Building permit applications may be obtained via mail or in person at the Department of Community & Economic Development.**



**NATIONAL TRUST**  
for HISTORIC PRESERVATION®

DOZEN DISTINCTIVE  
DESTINATIONS 2007

*Woodstock is proud to have been recognized as a 2007 Distinctive Destination  
by the National Trust for Historic Preservation*

## *Residential Occupancy Requirements*

### *One and Two Family Requirements*

1. Water meter must be installed.
2. All electrical outlets must be live and working.
3. All electric must be complete or made safe.
4. The kitchen sink must be working.
5. One bathroom must be fully functional.
6. Ledgible house numbers, visible from street.
7. Handrails must be installed (graspable) and they must return to the wall.
8. All smoke detectors must be installed per building code and working.
9. Exterior of structure must be weather safe and approved by building department personnel.
10. Escape ladders must be in window wells where applicable.
11. There should be no exposed paper or BX in basement.
12. All required fire-stopping must be installed properly.
13. All tempered glass must be labeled.
14. All exterior doors and doors which separate the garage from the house must be installed.
15. Water temperatures must be tested and approved per the Illinois State Plumbing Code.
16. If landings or decks are incomplete, doors must be secured to prohibit unsafe exiting or temporary stairs must be installed.
17. Depending on the time of year, driveways, public walks, and seed/sod must be complete or a site completion deposit must be submitted to the City.

### *Multi-Family Requirements*

In addition to the single family requirements, the following requirements apply to multi-family :

1. All required exit lighting must be installed as per the approved building plans.
2. All fire alarm and fire suppression systems must be completed, inspected and approved.
3. Clear ingress and egress to occupied areas.
4. All required fire separations must be inspected and approved.
5. All occupied units must be approved by the fire department.

**RIGHT-OF-WAY OPENING APPLICATION**  
**CITY OF WOODSTOCK DEPARTMENT OF PUBLIC WORKS**

I hereby make application for permission to open the public right-of-way at \_\_\_\_\_  
for the following purpose (please check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Replace existing sidewalk        | <input type="checkbox"/> Construct new sidewalk                                  |
| <input type="checkbox"/> Replace existing driveway        | <input type="checkbox"/> Construct new driveway approach with no curb work       |
| <input type="checkbox"/> Replace existing curb and gutter | <input type="checkbox"/> Construct new driveway with new curb opening            |
| <input type="checkbox"/> Replace existing water service   | <input type="checkbox"/> Install new water service                               |
| <input type="checkbox"/> Replace existing sewer service   | <input type="checkbox"/> Install new sewer service                               |
| <input type="checkbox"/> New Construction                 | <input type="checkbox"/> Other (brief description to be filled in by City staff) |

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This planned work is scheduled to be started on \_\_\_\_\_ and should be completed within \_\_\_\_\_ days. In addition to the work noted above, I agree that all restoration within the right-of-way due to this construction will be completed by me. If all restoration is not completed within a reasonable time, I understand that the City of Woodstock may complete the restoration and charge time and material to my deposit. In addition, I understand that I will be responsible for any City costs for restoration above my \$100 deposit. I understand that a non-refundable permit fee of \$100 and a refundable deposit of \$100 is due at the time of application.

I understand that all work and material shall be performed under the following requirements:

1. No street may be closed without approval and prior notification to the Department of Public Works at 338-6118.
2. The applicant is responsible to provide & maintain adequate traffic control protection at the work site, which may include barricades, road closed barricades, and fencing. If, in the case of an emergency, the City of Woodstock has to provide barricades, the applicant will be charged a rental fee.
3. For work involving a sewer and/or water service, the applicant must call Public Work at 338-6118 to request an inspection of the connection prior to backfilling.
4. For work involving sewer and/or water service, all work and materials must be in accordance with the City's current ordinances and approved materials list.
5. All pavement surfaces must be saw cut prior to excavation.
6. Only Grade 9 gravel may be used for backfill under streets, curbs, walks, and driveways. The gravel backfill must be compacted in separate lifts as the backfilling is completed.
7. If the applicant fails to complete the final pavement restoration, the City will do so at the applicant's cost. The deposit collected with this permit may not include the total cost, and the applicant agrees to pay the actual cost incurred by the City to complete any restoration. This includes restoration of public sidewalk, parkway, curb and gutter, and pavement, if applicable.

Name \_\_\_\_\_ Day Phone \_\_\_\_\_  
Company Name \_\_\_\_\_ Night Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Mail Refund To (if different) \_\_\_\_\_

***NO WORK MAY BEGIN WITHIN THE PUBLIC RIGHT-OF-WAY UNTIL A PERMIT  
HAS BEEN ISSUED BY THE DEPARTMENT OF PUBLIC WORKS***

**FOR CITY OF WOODSTOCK USE ONLY**  
**RIGHT-OF-WAY OPENING PERMIT**

Approved By _____	Date of Inspection _____
Date _____	City Materials Used _____
Non-Refundable Fee Collected \$ _____	Final City Cost _____
Deposit Collected \$ _____	Additional Invoice _____
Refund of Deposit Requested \$ _____	
Special Requirements _____	
_____	
_____	
_____	

## Construction Site Guidelines

1. Any construction site where the ground is disturbed will require silt fencing. Silt fencing must be properly installed at the locations per the approved site-grading plan. Silt fencing must be maintained properly during the entire construction process.
2. Construction vehicles must be legally parked in the street until the gravel drive is installed. All construction vehicles must be parked on an approved paved or gravel surface.
3. Once the foundation is in place and the backfill has been completed, the driveway approach must be cut into the curb and a gravel driveway must be installed.
4. Track machines will not be permitted to run from construction site to construction site where it involves the driving of the machine over curbs and across pavement. Track machines will not be permitted on any paved surface.
5. Streets surrounding the construction site must be kept clear of dirt and debris at all times.
6.
  - A. Dumpsters must be placed on a graveled driveway and not within the R.O.W.
  - B. Debris boxes may be placed within the R.O.W. but not on the street.
    1. Debris box location shall not obstruct the public sidewalk or interfere with traffic visibility.
  - C. The area around Dumpsters and Debris boxes must be cleaned daily.
    1. Builders will not allow Dumpster or Debris Boxes to over flow with debris.
    2. All site debris must be kept on-site and not allowed to blow off-site.
7. Portable restrooms will not be located within the R.O.W. or on the street surface.
8. No storage of any type of construction materials or equipment will be permitted upon any street. (Examples: trucks, tractors, trailers, lumber, brick, gravel, sand, dirt, etc.)
9. Concrete truck drivers must clean their vehicles on the site where they have provided concrete. No off-site cleaning/dumping is allowed.
10. The individual or firm to whom the permit is issued shall be responsible for insuring compliance with these guidelines. Violation of the Construction Site Guidelines will result in the immediate issuance of a **"RED TAG/STOP WORK ORDER"** and may be a violation of Woodstock City Code Title 6 Chapter 1.

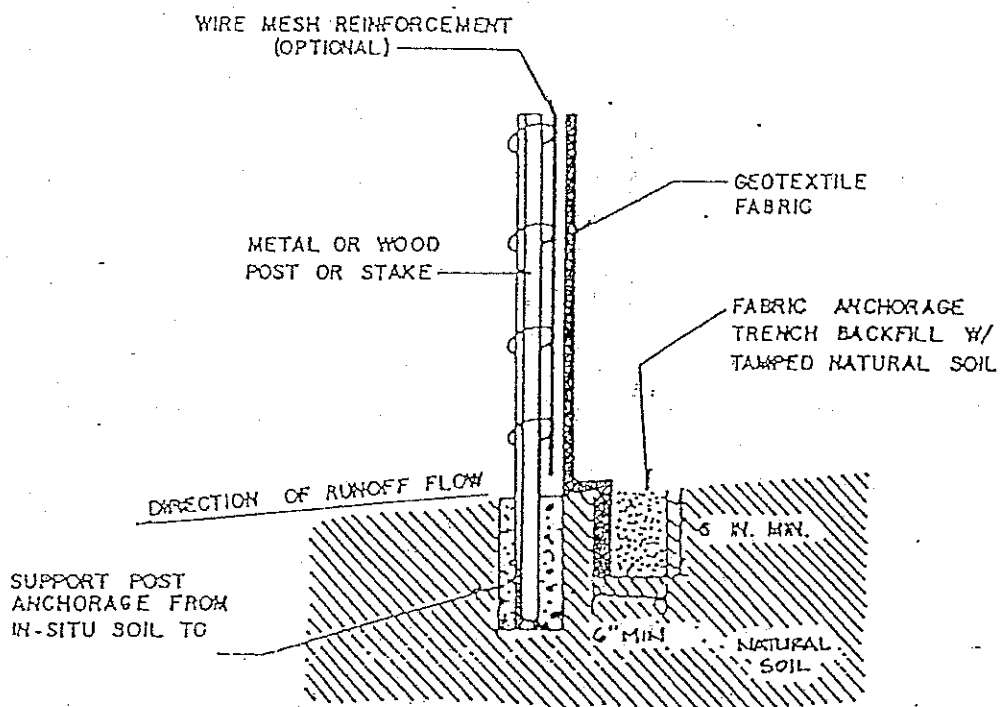
Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_





NOTE: DEPENDING UPON CONFIGURATION, ATTACH FABRIC TO WIRE MESH W/HOG RINGS, STEEL POSTS W/TIE WIRES, WOOD POSTS W/NAILS.

**SILT FENCE  
INSTALLATION**

**CITY OF  
WOODSTOCK**



# City of WOODSTOCK

Department of Community & Economic Development  
121 W. Calhoun Street  
Woodstock, Illinois 60098  
www.woodstockil.gov

phone 815.338.4305  
fax 815.334-2267

## DEVELOPMENT FEES City of Woodstock, Illinois

### A. Zoning Fees:

1. Zoning Ordinance Amendments: **\$240.00** payable prior to submittal for consideration by the Plan Commission.
2. Rezoning: Base fee of **\$590.00 plus \$65 per each acre** or portion thereof, payable prior to submittal for consideration by the Plan Commission.
3. Special Uses, including Planned Developments: Base fee of **\$590.00 plus \$65** per each acre or portion thereof, payable prior to submittal for consideration by the Plan Commission.
4. Temporary Use Permits: **\$65.00** payable at time of permit issuance.
5. Variations and Zoning Appeals: **\$145** payable prior to submittal for consideration by the Zoning Board of Appeals.

### B. Subdivision Fees:

1. Plat of Subdivision: Base fee of **\$590 plus \$65 per each acre** or portion thereof, payable prior to submittal for consideration by the Plan Commission.
2. For any application involving more than one of the items listed in Section A of B1 above, the fee shall be calculated on the basis of the highest fee plus **\$590** for each additional item.

### C. Development Review Fees:

This fee is collected and held by the City to cover expenses pertaining to the review of residential and non-residential development activities, including but not limited to subdivisions, planned developments, special uses and rezonings, site engineering plans for individual residential, multi-family, commercial, and industrial building projects, and similar activities.

Amounts required to offset review costs pertaining to detailed subdivision engineering plans or legal documents for a new planned unit development are typically paid at the time City approval is requested. When costs incurred by the City involve site engineering plans for a building project, payment of invoiced costs must be paid prior to scheduling a final inspection or receiving a Certificate of Occupancy. If the fee amount is not sufficient to cover said costs, the applicant will be invoiced for any outstanding costs.

The amount of the fee is determined on the basis of total land area and consists of a base fee of \$2,390 plus:

1. 1-20 acres: **\$120 per acre or portion thereof;**
2. 21-50 acres: **\$110 per acre or portion thereof;**
3. 51-100 acres: **\$95 per acre or portion thereof; and**
4. 100+ acres: **Base fee of \$8,000 plus \$85 per acre or portion thereof.**

The fee amount may be adjusted for an individual building project based on the City's estimate of actual review costs likely to be incurred, where an actual review cost dollar amount is known, or where required site engineering has been reviewed as part of a larger project.

**D. Annexation Fees**

The following fees are hereby established for the annexation of land into the City of Woodstock:

Land having an area of two (2) or more acres: **\$1,190.00 per acre** or portion thereof, which shall be paid at the time of annexation, and **\$1,190.00 per lot or unit**, whichever is greater, which shall be paid at the time the building permit is issued. Annexation fees shall not be required for annexations which are initiated by the City of Woodstock.

**E. CPI Adjustment**

The fees required herein are subject to a "CPI Adjustment" which shall be calculated on January 1, 2009 and on the first day of January in each year thereafter and which resultant fees shall be rounded up in \$5.00 increments. Annually, the fees and cash contributions shall be adjusted by the October to October percentage change as published by the United States Department of Labor's Bureau of Labor Statistics, All Items Consumer Price Index (CPI) for Urban Consumers (1982-84 = 100) for the Chicago Consolidated Metropolitan Statistical Area, Illinois. If any index is calculated from a base different from the base period 1982-84 = 100, such index shall be converted to a base period of 1982-84 = 100 by use of a conversion factor supplied by said Bureau of Labor Statistics. If the CPI is discontinued or replaced, such other governmental Cost of Living Index or computation which replaces the CPI shall be used in order to obtain substantially the same result as would be obtained if the CPI had not been discontinued or replaced.